

# AUBM*Cares*

## **AUBM*Cares* Bylaws**

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AUBM*Cares* Bylaws**

## ARTICLE I. GENERAL DESCRIPTION

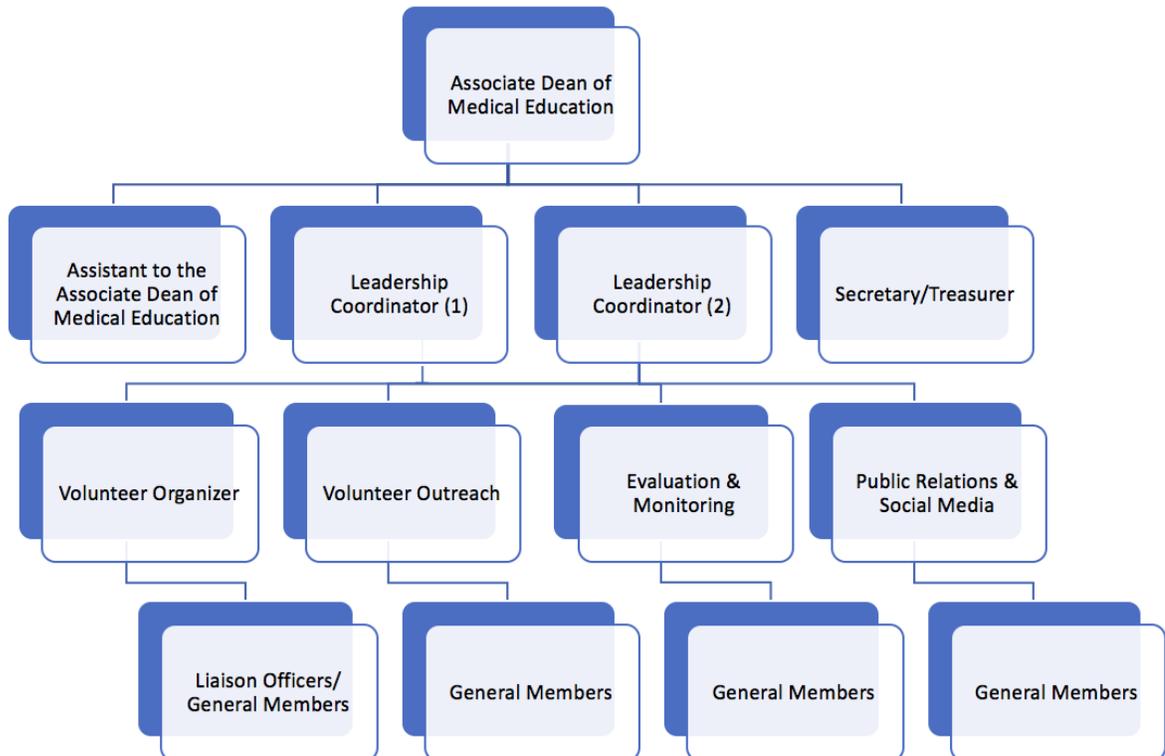
AUBMCares, launched in May 2017, is an initiative that emerged from the combined efforts of students and faculty members at AUBFM. It targets medical professionals interested in volunteering throughout their academic careers at AUB. Through AUBMCares, students, physicians and faculty members have the ability to partake in various volunteering activities organized by both AUBMCares-based initiatives and health-related NGOs.

The objectives of AUBMCares are as follows

- a. Connecting medical students to various volunteering opportunities within AUB and its greater community.
- b. Offering students the platform to initiate volunteering endeavors that address a need in the community.
- c. Fostering and instilling the spirit of volunteerism within AUBFM.
- d. Provide healthcare services to marginalized, vulnerables and underserved populations in Lebanon.

## ARTICLE II. GENERAL STRUCTURE

The AUBMCares administrative structure:



## **ARTICLE III. ROLES AND RESPONSIBILITIES**

### **Section 1. Leadership and Executive council officers**

*Each position is to be occupied by one member (priority to medical students), with the exception of Leadership Coordinator which may require two members.*

**The Leadership Council** is comprised of the Associate Dean of Medical Education, the Assistant to the Associate Dean of Medical Education, both Leadership Coordinators and the Treasurer/Secretary.

- A. Associate Dean of Medical Education
  - a. Oversees all AUBMCares activities through close follow-up with the leadership coordinators.
  - b. Sets the meeting agendas with the leadership coordinators and secretary
  - c. Calls of monthly meetings.
  - d. Selects the new leadership coordinator with the input of the previous leadership coordinators.
  - e. Serve as the liaison between AUBMCares and AUB Faculty and Administration.
- B. Assistant to the Associate Dean of Medical Education
  - a. Assists the Associate Dean of Medical Education with all the aforementioned tasks detailed in Article III, Section 1, Part A.
- C. Secretary/Treasurer
  - a. Works closely with the Assistant to the Associate Dean of Medical Education.
  - b. Calls for the meetings of the General Council by using the official AUBMCares email.
  - c. Sets the meeting agenda with executive council.
  - d. Takes meeting minutes and attendance.
  - e. Maintains an inventory of expenditures and income for the AUBMCares account.
- D. Leadership Coordinators (2)
  - a. Report to the Associate Dean of Medical Education periodically with updates from all teams.
  - b. Coordinate with all the different team leaders.
  - c. Help students and faculty at AUBMC develop their initiatives and recruit volunteers.
  - d. Reach out to new health initiatives and establish contact with them before working with the Volunteer Organizer to assign a new liaison officer (this can be a phone call, an email correspondence, or an in-person meeting to ensure that the activities are appropriate for medical students and residents).

**The Executive Council** is comprised of the leadership council in addition to the Volunteer Organizer, Volunteer Outreach Officer, Evaluation and Monitoring Officer and Public Relations Officer.

- E. Social Media and Public Relations
  - a. Manages, designs, and uploads content on AUBMCares' social media accounts (Facebook, Instagram) in a timely, organized, and synchronized manner.

- b. Creates a regular newsletter with a summary of activities/student involvement to be shared with the AUB and AUBMC community every few months (frequency TBD).
  - c. Contact AUBMC and AUB media offices, as well as local media outlets and partner NGOs when needed, to advertise for *AUBMCares* activities.
  - d. Design the certificates for distribution to volunteers at the *AUBMCares* annual ceremony.
- F. Volunteer Organizer
- a. Follows-up with the liaison officers to document and publicize upcoming activities.
  - b. Sends the volunteering calls every other week, or as frequently as needed.
  - c. Updates the AUBFM website page with active organizations and ongoing projects.
- G. Volunteer Outreach
- a. Organize orientation/introduction sessions about *AUBMCares* for students (medicine, nursing, public health), residents, and faculty.
  - b. Recruit new members by encouraging them to attend the general council meetings (eg, Med I students, interns).
  - c. Organize an annual event to introduce the AUB and AUBMC community to the various volunteering opportunities available through *AUBMCares*.
  - d. Organize special presentations for volunteer recruitment when needed (e.g., a certain initiative needs ENT residents).
- H. Evaluation and Monitoring
- a. Create and regularly update and manage a database with information about volunteers' involvement in the activities advertised (attendance, hours worked, feedback, etc).
  - b. Present a monthly report to committee (number of activities advertised, number of activities with *AUBMCares* volunteers' participation, number of volunteers, hours of volunteering performed, etc.).
  - c. Coordinate with the social media and PR team regarding end-of-year certificates.
- I. Liaison officers
- a. Coordinate closely as the contact person of their assigned NGO(s) for new volunteering opportunities.
  - b. Share the details of these activities with the volunteer organizers for them to include in the volunteering calls.
  - c. Provide information after the completion of the activities on the names of the students who signed up and the number of hours they volunteered (for evaluation and monitoring).

## **Section 2. General members**

- A. Any student, faculty or staff is eligible to become a general member of *AUBMCares*.
- B. General members may attend *AUBMCares* meetings, volunteer, and participate in general decision-making procedures.

## **ARTICLE IV. ELIGIBILITY, SELECTION AND CONDITIONS FOR HOLDING OFFICER POSITION**

### **Section 1. Eligibility and selection**

- A. All full-time medical students at the AUB Faculty of Medicine who are in good standing, not suspended, dismissed, issued a written dean's warning, or expelled by the University, are eligible for the above mentioned positions (article III).
- B. Selection to leadership roles occurs via the following process: After a call is sent for a certain role, all eligible students may express interest by signing up for the vacant spot. Selection occurs by current members of the Leadership Council after a careful study of the applicant's curriculum vitae (CV) and letter of purpose/motivation.
- C. Each newly-elected member shall serve a one-year term (with the exception of the leadership coordinator whom will serve for two years).

### **Section 2. Resignation and termination**

- A. Members who wish to resign must provide 2 weeks written notice to the Associate Dean of Medical Education (Head of AUBMCares) for resignation to take effect. Faculty members must also inform the Associate Dean of Education of their decision.
- B. Members who, if for some reason, should become unable to adequately serve on the AUBMCares Executive Council, are strongly encouraged to resign.
- C. Student members of the council shall no longer be entitled to hold office should they be issued a written dean's warning, or expelled by the University after their selection.
- D. Both student and faculty members who amass a cumulative of 3 unexcused absences for official meetings shall lose their seat. Excused absences are defined as absences due to illness/injury, conflict with an exam or class/rotation at the time of the official meeting, or other extenuating circumstances, with provided valid proof and approved by both the Associate Dean of Medical Education and Leadership Coordinators. After a second unexcused absence, the Secretary/Treasurer of the council will give a warning to the absentee member via email, copying both the Associate Dean of Medical Education and Leadership Coordinators.
- E. Graduation of student members, or transfers by student and faculty members from one faculty or school to another, will result in the loss of their council membership.
- F. If the membership of any student or faculty member of the council ceases for any of the aforementioned reasons during the medical school year, selection of a replacement member shall take place within a period of 2 weeks to fill the vacant seat or seats.

## **ARTICLE V. AGENDA, QUORUM, MEETINGS**

### **Section 1. Agenda**

- A. Agenda is set by the Associate Dean of Medicine, Leadership Coordinators and Secretary/Treasurer. The agenda will be sent by the Secretary/Treasurer prior to each meeting.
- B. The agenda of any AUBMCares meeting shall take the following structure:
  - a. Approval of agenda
  - b. Approval of previous meeting minutes
  - c. Actions arising from meeting minutes (If any)
  - d. Standing items (announcements, guest presentations, updates from each team)
  - e. Other Business

## **Section 2. Quorum**

- A. Half of the voting members of the *AUBMCares* council plus one shall constitute a quorum.
  - a. In case there is no quorum on an assigned date, a meeting shall be held at a later time deemed fit by the Associate Dean of Medical Education and both Leadership coordinators. At that meeting, those present shall constitute a quorum.

## **Section 3. Meetings**

- A. During the first official meeting of the newly elected *AUBMCares* Executive Council, the Leadership Council shall establish and distribute a schedule of meetings for the council for the rest of its term. This is preferably in agreement with the majority of members.
- B. Meetings shall be held whenever deemed necessary by the Leadership Council.
- C. Meetings are to be attended by all the executive council officers and any general members of *AUBMCares*.

## **Section 4. Decisions**

- A. Each member shall have one vote with no proxy voting allowed.
- B. Decisions taken at a meeting are considered valid if passed by a simple majority of voting members present at the meeting, provided they receive at least six affirmative votes. Abstentions will not count towards the total number of votes.
- C. Funding decisions involving activities by students held outside of campus, must pass by a two-thirds majority of voting members present at the meeting given a minimum of half of the council being present.
- D. All members of *AUBMCares* are entitled to participate in the decision making process via discussion and constructive communication, however, voting rights are exclusive for executive council officers.

## **ARTICLE VI. FUNDING AND EXPENDITURES**

- A. All *AUBMCares* income is from the support of various means (fundraisers, donations, etc...).
- B. The Associate Dean of Medical Education's office is the custodian of the *AUBMCares*' account.
- C. The *AUBMCares* budget of each year shall be set by allocation of *AUBMCares* initiatives expenses of the concurrent academic and fiscal year. Funds may be carried over from previous years.
- D. All funding must be approved by the *AUBMCares* Executive Council and the respective initiative members (if needed).
- E. Money withdrawn from the *AUBMCares* account must be electronically approved by the *AUBMCares* Secretary/Treasurer. All expenditures from the *AUBMCares* account shall be in accordance with the approved budget of the year.
- F. The *AUBMCares* Secretary/Treasurer shall have full access to all financial records of the *AUBMCares* account. Other council may have access to the records from the Secretary/Treasurer only.
- G. An abbreviated financial report, prepared by the Secretary/Treasurer shall be delivered to the council biannually.

**ARTICLE VII. AMENDMENTS AND RATIFICATION**

- A. Amendment of these bylaws and/or approved operating procedures can be proposed by any executive council member.
- B. Proposed amendments can be voted upon after two weeks of prior written notice to *AUBMCares* executive council members.
- C. Amendments will need a two-thirds majority of the entire voting members in the council to pass.
- D. These bylaws become effective once approved by *AUBMCares* executive council with a two-thirds majority of the entire voting members in the council.

Last updated June 24, 2019